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No. 24404

MANUAL

IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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SECTION 51 MANUAL FOR



Prepared in terms of the requirements of the

Promotion of Access to Information Act No 2 of 2000

Registration Number:

1974/001804/06

Directors:

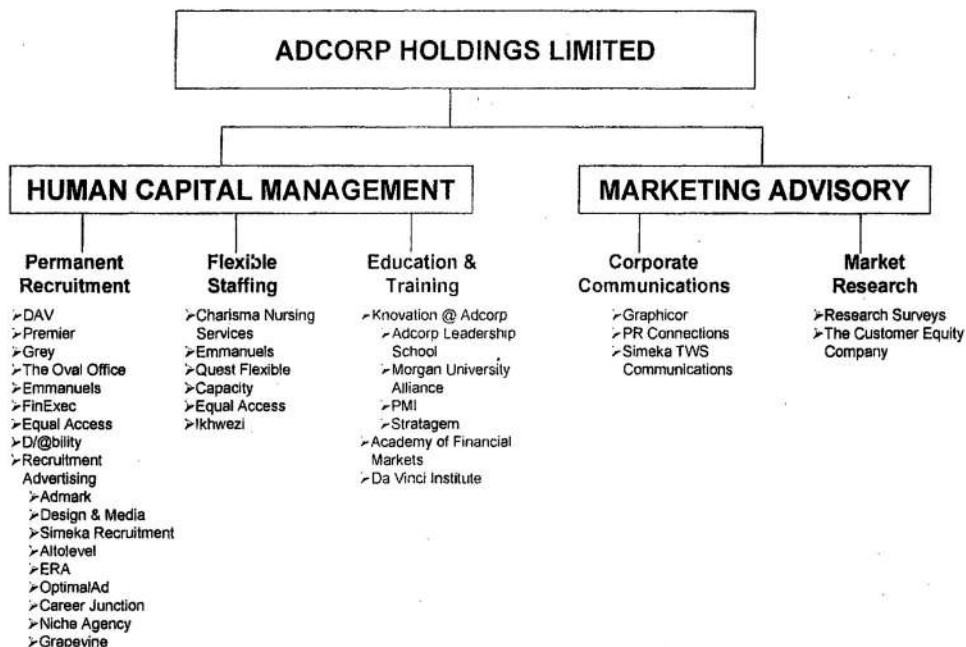
RL Pike (Chief Executive Officer)
FD Burd (Financial Director)
VC Baker
M Liphosa

Non-Executive Directors:

Dr F Van Zyl Slabbert (Chairman)
SO Shonihwa (Deputy Chairman)
HW Barenblatt
FN Khanyile-Nkosi
RB McGregor
S Sebotsa
PC Swart

INTRODUCTION TO ADCORP HOLDINGS

Adcorp Holdings Limited is an investment holding company whose subsidiaries and associates carry on business in the permanent and flexible staffing sectors as well as the education, training, communications and market research sectors of the service industry in South Africa and to a lesser extent, internationally.



PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact Details [Section 51(1) (a)]

Company Name: Adcorp Holdings Limited

Chief Executive Officer: Mr Richard Pike

Information officer: Mrs Anna Ramsden – Group HR Manager
infoofficer@adcorp.co.za

Street Address: The Atrium, Cnr Rustenburg Road & 7th Ave, Melville

Postal address: P O Box 7156, Johannesburg, 2000

Telephone: 011 712 9040

Fax: 011 712 9004

Website: www.adcorp.co.za

Note: Public Information on the company is available on the company's website (www.adcorp.co.za)

2. **The section 10 Guide on how to use the Act [Section 51(1) (B)]**

The guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit, The Research and Documentation Department
 Postal address: Private Bag 2700, Houghton, 2041
 Telephone: 011 484-8300
 Fax: 011 484-1360
 Website: www.sahrc.org.za
 E-mail: PAIA@sahrc.org.za

3. **Records available in terms of any other legislation [Section 51 (1) (d)]**

1. Basic Conditions of Employment Act No 75 of 1997
2. Companies Act No 61 of 1973
3. Employment Equity Act No 55 of 1998
4. Labour Relations Act No 66 of 1995
5. Skills Development Act No 97 of 1998
6. Skills Development Levies Act No 9 of 1999
7. Unemployment Insurance Act No 30 of 1966
8. Value Added Tax Act No 89 of 1991
9. Income Tax Act No 95 of 1967
10. Stock Exchanges Control Act 1 of 1985 and the rules and listings requirements of the JSE Securities Exchange authorised in terms thereof

4. **Access to records held by Adcorp Holdings Limited [Section 51 (1) (c) & (e)]**

i. **Automatic disclosures [Section 51 (1) (c)]**

Information that is freely available

Annual Report
 Website Information – www.adcorp.co.za

ii. **Records that may be requested [Sections 51(1) (e)]**

Please note that recording a category or subject matter in this manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

FINANCE AND ADMINISTRATION

1. **HUMAN RESOURCES**

- Policies on staff recruitment and other staff related policies
- Employment contracts

2. **PROCUREMENT**

- Asset register
- Procurement policies

3. **FINANCIAL MANAGEMENT**

- Budgets
- Monthly actuals
- Strategic plans

4. COMPANY SECRETARIAL

- Company Registrations
- Company Documentation relating to Director's appointments
- Statutory Documentation
- Company Register
- Minute Book – annual minutes and resolutions

iii. The request procedures

- A requester must use the prescribed to make the request for access to information. The request must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address as per Section 53(1) (a).
- The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2) (d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2) (f)].

Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3) (b)].
- After the Information Officer has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. Other information as may be prescribed [Section 51(1) (f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual [Section 51(3)]

This manual is available for inspection at Adcorp Holdings offices and copies are available on our website (www.adcorp.co.za) or alternative copies are available at the SAHRC or in the Gazette. In respect of hard copies, any transmission costs/postage will be for the account of the requester.

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